



## Mississippi Department of Education

Tom Burnham, Ed.D., State Superintendent of Education

Lynn J. House, Ph.D., Deputy State Superintendent • Instructional Enhancement and Internal Operations

### Office of Career Education and Workforce Development

Jean Massey • Associate State Superintendent • 601-359-3465 • FAX: 601-359-6619

**TO:** District Superintendents and Secondary Vocational Directors/Contact Persons

**FROM:** Jean Massey, Associate State Superintendent /s/  
Office of Career and Technical Education

**DATE:** July 15, 2011

**RE:** **Request for Comments Administrative Procedures Act Process**

The State Board of Education, on July 14, 2011, approved the Office of Career and Technical Education to begin the Administrative Procedures Act Process for the following items:

- 1) To remove State Board Policies 8101, 8404, and 8703
- 2) To revise State Board Policies 8102, 8103, 8104, 8203, 8206, 8208, 8209, 8210, 8211, 8212, 8216, 8217, 8218, 8304, 3700, 3701, 9100, 9203, 9204, 9300, 9400

A copy of the policy revisions/deletions can be viewed from the following site:

<http://www.mde.k12.ms.us/vocational/OVTE/>

Written comments must be received by **5:00 p.m. on Thursday, August 11, 2011** and should be addressed to: **Mrs. Jean Massey, Associate State Superintendent of Career and Technical Education, P.O. Box 771, Jackson MS 39205-0771.**

JM:cb

**MEMORANDUM#11.022**

*"Quality Education for Every Child"*

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

Title: Education K-12      Mississippi Department of Education

State Board Policy 8404 Work Based Learning Coordinator REPEAL

DESCRIPTOR TERM: <b>Work-Based Learning Coordinator</b>	CODE: <b>8404</b>
ADOPTION DATE: <b>August 19, 1994</b>	REVISION: <b>May 18, 2001</b>

## **STATE BOARD POLICY**

### **Local Work-Based Learning Coordinators**

The Work Based Learning (WBL) Coordinator is responsible for coordination of classroom instruction and work site learning experiences for students enrolled in Work Based Learning.

1. The coordinator is responsible for operating the Work Based Learning program according to state approved guidelines that are published in the document entitled, "Designing and Implementing Work Based Learning Programs in Mississippi."
2. This position shall be a full time reimbursed position for two hundred forty days.
3. This position shall not be assigned to any activity, which restricts the coordinator's involvement with employers/students during the regular school day. Additional duties and responsibilities of the coordinator include:
  - A. Ensure coordination with vocational and technical programs.
  - B. Provide in service education to academic and vocational technical instructors and WBL students on SCANS, employability skills, work maturity skills, and citizenship skills.
  - C. Serve as the community/junior college representative on the WBL Advisory Committee (cannot hold office on committee).
  - D. Ensure classroom instruction is coordinated with work site learning experiences.
  - E. Ensure students eligibility is implemented prior to admission to the WBL Program.
  - F. Develop and coordinate work site learning activities jointly with business/industry personnel, and vocational technical instructors as documented in student's educational training contract.
  - G. Coordinate regularly scheduled evaluation of student trainees with business/industry personnel.
  - H. Effectively design and implements a marketing plan, which acquaints and/or recruits students and business/industry for participation in WBL.
  - I. Ensure that participants in WBL are reflective of the special population.

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~~4. This position shall report directly to the local district or center director.~~

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~~Legal Reference: MS Code 37-31-103~~